

Officially certified copies

We can request **officially certified copies** of all documents essential to the processing of your application for admission.

What is an officially certified copy?

In order to obtain an officially certified copy of documents (General Certificate of Secondary Education, university diploma, transcript, etc.), you have to present the original document to a public office. They will photocopy your document and then certify this copy. In other words, they will affix their seal as well as a signature attesting that the photocopy is **entirely identical to the original document**. **The public office does not verify the content of the original document**.

Afterwards, you must send us this officially certified copy with the original seal and signature. **A photocopy of the officially certified copy has no value.**

The University of Fribourg **only** recognises certifications which were done by specific public offices, depending on the country you are in.

If you are currently in Switzerland:

Certification done by:

- A **municipality**
- A **Swiss notary**
- The **State Chancellery**

If you are currently abroad:

Certification:

- Legalised with **The Hague Apostille** (see examples 1 and 2)
- Done by the **institution** (school, university, higher education institution) **which awarded the original diploma** (for countries which are part of the Lisbon Convention)
- Legalised by a **Swiss embassy abroad**. Usually, the embassy legalises the signature of the public office which established the certified copies – e.g. the Ministry of Foreign Affairs (see example 3)
- Done by an **embassy of the country which awarded the original diploma**
(Ex.: if you studied in France but you are now in Spain, you can go to a French Embassy in Spain)

Important information: The University of Fribourg **does not recognise** certifications which are done by:


- The Ministry of Foreign Affairs
- The police
- A foreign notary
- Any other office which is not mentioned above

The University of Fribourg reserves the right to refuse officially certified copies of poor quality.


The University of Fribourg reserves the right to verify the authenticity of the presented diplomas directly with the institution which awarded the diploma.

Example 1

ΑΠΟΣΤΙΛΛΗ - Επιστημεύση
CONVENTION DE LA HAÏE 5 OCTOBRE 1961/
(Συνθήκη της Χάγης της 5 Οκτωβρίου 1961)
ΕΛΛΑΣ
GREECE
Το παρόν δημόσιο έγγραφο
LE PRÉSENT ACT PUBLIC
2. Έχει υπογραφεί από
A ETE SIGNÉ PAR.....
3. που ενήργησε με την ιδιότητα
AGISSANT EN QUALITÉ DE
4. Φέρει τη σφραγίδα / επίσημα
EST REVÊTU DU SCEAU TIMBRE DE
Η βεβαίωση χορηγείται / ATTESTÉ
5. (τόπος) (ημερομηνία)
Α. LE
7. από ΑΠΟΚΕΝΤΡΩΜΕΝΗ ΔΙΟΙΚΗΣΗ ΑΤΤΙΚΗΣ
8. από
9. επίσημα
TIMBRE
10. Υπογραφή
SIGNATURE



Example 2


REPÚBLICA DE COLOMBIA
MINISTERIO DE RELACIONES EXTERIORES
APOSTILLE
(Convention de La Haye du 5 Octobre 1961)

País: REPUBLICA DE COLOMBIA
(Country: - Pays)

El presente documento público
(This public document - Le présent acte public)

Ha sido firmado por:
(Has been signed by: - A été signé par:)

Actuando en calidad de:
(Acting in the capacity of: - Agissant en qualité de:)

Lleva el sello/estampilla de:
(Bears the seal/stamp of: - Est revêtu du sceau de / timbre de:)

Certificado
(Certified - Attesté)

En:
(AE - À:)


En:
(On - En:)

Por: **APOSTILLA Y LEGALIZACIÓN**
(By: The Ministry of Foreign Affairs of Colombia - Par: Ministère des Affaires Étrangères de la Colombie)

No:
(Under Number: - Sous le numéro:)

Firmado Digitalmente por: (Digitally Signed by):
Ministerio de Relaciones Exteriores de Colombia

Reason: DOCUMENT AUTHENTICITY
BOGOTÁ - COLOMBIA

Firma: (Signature): 

Número del Titular:
(Name of the holder of document: - Nom du titulaire:)


Tipo de documento:
(Type of document: - Type de document:)

Número de hojas apostilladas: 1
(Number of sheets: - Numero de feuillets:)

El Ministerio de Relaciones Exteriores, no asume la responsabilidad por el contenido del documento apostillado. Artículo 3 Ley 455/98.
La autenticidad de esta apostilla puede ser verificada en el Registro Electrónico que se encuentra en la siguiente página web.
The authenticity of this Apostille may be verified by accessing the e-Register on the following web site:
L'authenticité de cette Apostille peut être vérifiée en accédant l'e-Register sur le site web suivant.

www.cancilleria.gov.co/apostilla


Example 3


Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Ambassade de Suisse à Rabat
Embassy of Switzerland in Rabat

Législation / Législation

Vu à l'Ambassade de Suisse à Rabat pour la **législation de la signature et du sceau de** :
Seen at the Embassy of Switzerland in Rabat for the **legalisation of the signature and the stamp** ←


Nom et Prénom:
Noms / Names:
Autorité / Authority: **Le Ministère des Affaires Étrangères et de la Coopération.**

Cette légalisation se réfère uniquement à la signature et au sceau de l'autorité mentionnée.
L'Ambassade de Suisse n'assume aucune responsabilité quant à la validité et au contenu du document.
This legalization refers only to the signature and the stamp of the authority concerned. The Embassy of Switzerland declines all responsibility regarding the validity and content of the attached document.

Rabat, 15.09.2015
Le chargé d'affaire a.i. de Suisse
